



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
Veterans Home of California, Yountville

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans' home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living.

*To qualify for job openings, you must have State list eligibility, or reinstatement/transfer. To obtain State list eligibility, please visit the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov) To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov). You may also view other examinations offered by the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov).*

**Location: Veterans Home of California – Yountville  
110 California Drive, Yountville, CA 94599**

**Classification: Personnel Supervisor I  
Tenure/Time Base: Full-Time, Permanent  
Salary: \$3,658.00 - \$4,446.00\*  
Final File Date: April 2, 2009  
(Includes a compensation benefits package)**

**\*Personnel Supervisor I classification also receives an annual \$2,400.00 recruitment and retention pay differential after 12 consecutive qualifying pay periods. T & D may be considered.**

**NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment**

Description:

Under the general supervision from the Chief, Human Resources, this position has responsibility for the transactions, payroll, benefits, and attendance reporting for the Veterans Home of California, Yountville. This position is also responsible for providing policy and procedure-related training to all California Veterans Home transactions staff as needed in order to maintain consistency and continuity. Supervises a staff of Personnel Specialists performing personnel/payroll transactions functions. Incumbent develops and provides training and technical assistance to internal and departmental staff. The individual is expected to consistently exercise a high degree of confidentiality, initiative, responsibility, and independence in the performance of assigned tasks with a strong commitment to customer service.

- ✓ Supervises the Personnel Transaction Unit and receptionist. The staff being supervised consists of one (1) Office Technician (Typing), four (4) Personnel Specialists, and one (1) Sr. Personnel Specialist
- ✓ Trains Personnel Specialists, reviewing their documentation of appointments, miscellaneous changes and separations, health, dental, and vision (applications and claims), and non-industrial injury claims, attendance and payroll records and reports. Researches and completes miscellaneous reports and surveys upon request from Administration regarding Veterans Home employees.
- ✓ Prepare documentation for hiring new employees, ensuring all required information is attached (application, physical approval date, M80 and side references, etc.). Work with Service Chiefs in filling vacancies. Schedule perspective employees' pre-employment physicals and fingerprints and notify employee and Service Chief when approved. Schedule start date, note date on calendar.
- ✓ Responsible for maintaining order of the Position Control Roster; prepares 607's and attachments for the State Controller's Office; reviews the monthly periodic Position Control report and takes appropriate action; reviews the monthly Vacancy report form the Department of Finance and takes appropriate action; annually reconciles the Position Control Roster to Schedule 8; reviews Position Control Roster for possible Section 20's and takes appropriate action; key Position Control information into the automated timekeeping system.
- ✓ Complete and submit various reports. Compose and draft correspondence on a variety of transaction related areas. Attending training and work-related meetings. Provide personnel policy and procedure related training to staff as needed. Special projects as assigned.
- ✓ Implement changes in programs, policies, and procedures initiated by collective bargaining and control agencies.
- ✓ Maintain M80, 607, and Temporary Help Logs.
- ✓ Other duties as required.

Desirable qualifications:

Drivers license with proof of insurance  
Strong communication and customer service skills  
Good work ethic

Who may apply:

Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov). You may also view of examinations offered by the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov). Applications will be subject to screening and only the most qualified will be interviewed.

To Apply:

Visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov) or the State Personnel Board [www.spb.ca.gov](http://www.spb.ca.gov) to download the application. Submit your completed State Application (Std. 678), and resume to: Veterans Home of CA, Yountville; Human Resources – Testing Unit; 110 California Drive; Yountville, CA 94599-1414

Questions:

If you have any questions or to request information concerning this posting, or need assistance in the application process, please contact our Human Resources Department in Yountville at Voice: (707) 944-4550, TDD: (707) 944-4560.